

CSBG Recovery Act Local Plan

Please refer to your instructions prior to completing the Community Services Block Grant (CSBG) Recovery Act Local Plan.

Submit To:

Department of Community Services and Development
Attention: Community Services Division
P.O. Box 1947
Sacramento, CA 95812-1947

Section I - Agency Information

Agency: Center for Employment Training

Address: 701 Vine Street

City: San Jose

Agency Contact Person Regarding CSBG Recovery Act Local Plan

Contact Person: Mary Jane Smith

Title: Director of Contracts and Planning

Phone: 408-534-5258

Fax: 408-534-5273

E-mail Address: mjsmith@cet2000.org

Section II - Certification

1 As a part of the efforts to ensure transparency and accountability, the Recovery Act requires Federal agencies and grantees to track and report separately on expenditures from funds made available through the stimulus bill. Please check to acknowledge that your agency is aware of this requirement and has the capacity to track CSBG Recovery Act program activities and expenditures separately from all other CSBG or other funding, including activities and expenditures carried out by delegate agencies and other service providers supported by subcontracts under Recovery Act funding.

☒ CET acknowledges this requirement to track Recovery Act activities and expenditures separately.

The undersigned hereby certify that this agency complies with the requirements of this CSBG Recovery Act Local Plan and the information in this plan is correct and authorized.

Board Chair



Executive Director

Date

5-11-09

Date

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Section III - DUNS Number

Provide your agency's Data Universal Numbering System (DUNS) number. If your agency has not registered, do so and provide the number below.

DUNS Number 76317098

Section IV - CCR Number

Provide your agency's Central Contractor Registration (CCR) number. If your agency has not registered, do so and provide the number below.

CCR Number 3WPZ6

Section V - Verification of Public Inspection

Provide verification of public inspection of your agency's CSBG Recovery Act Local Plan. Documentation of public inspection must also be provided, (i.e. copy of web page, e-mail blasts, etc.)

A) Describe how your agency made this Local Plan available for public inspection.

CET posted an announcement and link to the Local Plan on its website at <http://www.cetweb.org/index.php>. The announcement is replicated below and a copy of screenshot is attached.

CET is proud to announce that we are a recipient of Community Services Block Grant (CSBG) funds allocated through the American Recovery and Reinvestment Act (ARRA). These funds will allow CET to continue to provide quality employment-related services to the community. To view a copy of CET's CSBG Recovery Act Local Plan, please click on the link below.

Section VI - General Plans

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Provide a description of Recovery Act projects for purposes of creating and sustaining economic growth and employment opportunities. Include a description of targeted individuals and families; services and activities; and how the services and activities are tailored to the specific needs of the community.

CET's Recovery Act funded projects seek to be diversified and innovative while creating and sustaining economic growth and employment opportunities for farm workers, including low-income community members with multiple barriers to employment. The planned projects are as follows:

- The development of a CET Staffing Agency to provide temporary job placement opportunities for CET graduates and community members;
- Expansion of CET Catering Services to employ Culinary Arts graduates;
- Weatherization & Retrofitting and Solar Panel Installation skill training in 11 CET Centers for placement in green jobs occupations, and conversion of all CET Centers to Green sustainability;
- Addition of three (3) Basic Education/ESL/VESL Computer Labs to reduce barriers to employment;
- Addition of three (3) Career Student Services Centers to increase employment opportunities; and
- Integration of the Independent CET Vallecitos in Hayward, CA under the CET corporate umbrella to create and retain jobs and continue training opportunities in the East Bay area.

1. CET has been supplying trained workers to employers for many years, 40% of whom go through employment agencies. Through the establishment of CET's own Staffing Agency, graduates will gain experience and more equally compete for permanent jobs in a highly competitive job market. Services will be open to all job seekers in Santa Clara County. The Staffing Agency will expand upon CET's strong partnerships with local business and employers to create job opportunities. It is the intent of CET's Staffing Agency to develop agreements with employers to hire CET graduates and community members in temporary jobs that may lead to permanent employment with their company. By the end of the 15-month project, fees charged to employers will generate resources which will be returned to the Staffing Agency to sustain operations.

2. The CET Catering Services Project will expand CET's Culinary Arts program and current catering services into a catering enterprise that will serve current partners, private individuals, local businesses and agencies, as well as other market demands in Santa Clara County. CET will create additional training opportunities and jobs for students and graduates, help current employees retain their jobs, and provide invaluable field experience to low-income and farm worker students. Profits earned by the Catering Services Project will sustain operations once CSBG funds have been exhausted.

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3. CET has developed competencies and curriculum for two new "green jobs" – related skills training, Weatherization and Retrofitting and Solar Panel Installation. This training will be added to and enhance CET's accomplished Building Maintenance, Electrician, and HVAC training programs across eleven (11) California Centers including El Centro, Coachella, San Diego, Oxnard, San Bernardino, Santa Maria, San Jose, Gilroy, Soledad, Sacramento, and Temecula. CET will use CSBG funds to purchase appropriate equipment and retrain and certify instructors to instill in our students the critical skills and training necessary to attain green jobs. As the nation inevitably moves towards a "greener" perspective, the addition of this skill training project will help make our students the workforce of the future. A by-product of Green Training will be the creation of Green Centers for sustainability and education to the community.

Since these funds will be used to purchase equipment and to train/certify instructors, this "green jobs" training opportunity will be sustained/supported by tuition fees.

4. Basic education is crucial in both acquiring a new job and retaining a current job. To achieve this, CET will develop Basic Education/GED/VESL computer labs to make trainees more employable. Computer Labs will be located at CET's El Centro, Coachella and Oxnard Centers. The labs will be staffed by two part-time instructors, one Basic Education/GED instructor and one VESL instructor. Because CET's training design is open entry/open exit, students can take advantage of the lab concurrent with skill training and progress at their own pace. By improving language and computer literacy, students will eliminate barriers to employment and increase their ability to obtain higher paying jobs. CET anticipates that funds for this project will cover the costs of initial start-up and operations. Development of computer labs in all CET Centers has been deterred due to the cost of equipment. Once this equipment is purchased, the labs will become institutionalized at these sites and staffing can be accommodated once CSBG funds have been expended through the use of volunteers, community colleges, and cooperative agreements with other entities.

5. As competition for employment becomes more and more fierce, it is essential that CET provide trainees with modern Career Student Services Centers to assist them with job development. The Career Centers will place emphasis on targeting trainees with limited to no computer skills and give them the tools necessary to compete in the current fast paced job search environment. Low-income and farm workers in rural areas who often lack access to computers and internet access will be specifically targeted in order to ease them into the age of information technology. The Centers will be located in El Centro, San Bernardino, and Soledad Centers. CSBG funds will be used to purchase computer

equipment and supplies and staff the Career Center with one job developer at each Center and an additional job developer to support an existing Career Center located at CET Gilroy. Once CSBG funds have been exhausted, it is expected that CET will be able to cover the staffing and maintenance costs for the Career Centers through the use of volunteers and others as stated in number 4 above.

6. CET has a planned project that will provide support for the Vallecitos, Alameda County independent (franchise model) CET in Hayward, California. Vallecitos has been operating for over 30 years. The economic downturn has caused the Center to downsize and potentially close. The Vallecito Board has asked our Board to integrate the Center into the CET Corporation. The Alameda County Board of Supervisors is helping the Center with \$50,000 to keep it open. In addition to saving nine (9) staff jobs, over 100 students will be trained and placed per year. This project will be sustained through student tuition.

B) Provide a description of the service delivery system for Recovery Act projects for purposes of providing a wide range of innovative services and activities. Include a description of the geographical area served.

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CET's service delivery system for the Recovery Act projects will consist of a comprehensive design to meet the current employment needs of CET's service area which encompasses several different counties including: Santa Clara, Santa Cruz, Monterey, Santa Barbara, Ventura, San Diego, Imperial, Sacramento and San Bernardino.

The Staffing Agency will be headquartered in San Jose in order to best provide services for all of Santa Clara County. CET will utilize its internal MIS system to identify alumni and graduates and established applicant pool and other employment data. These statistics will then be incorporated into a marketing brochure to be distributed and advertised to the communities of employers emphasizing the benefits of hiring through CET. A database of successful employer relationships will also be established. Throughout this process, students, graduates, alumni, and all job seekers will be assisted by job developers and career counselors.

The Catering Service expansion will focus on CET Culinary Arts trainees and graduates in Santa Clara County. The creation of new full and part time positions will enable CET to recruit from within. Culinary graduates and students will be given an opportunity to hone their skills and gain valuable job experience by serving the local market. Additionally, the catering services will serve as an avenue to inform, educate, and develop relationships within the business industry through marketing and the provision of quality services. These relationships will bring financial resources back into CET to continue catering services and job creation after CSBG funding ceases.

Green Jobs: Every California CET Center that provides Building Maintenance and/or HVAC skill training, with the exception of Sacramento, will add Weatherization and Retrofitting and Solar Panel Installation training to its current program. CET follows the strict Western Association of Schools and Colleges (WASC) requirements when implementing new skills into our training programs. CET will purchase the most up to date equipment and require all of our Building Maintenance and HVAC Instructors to become certified. Once the curriculum is approved, Building Maintenance students will immediately be given the opportunity to enroll to enhance their skills. The service delivery system for all CET training programs is open/entry open/exit, basic skills and VESL integrated with skills training and human development. Financial Aid and Pell Grants will cover tuition costs at \$7,083. All CET Centers will become environmental models for in-house and surrounding communities.

The Basic Education/GED/VESL computer labs will be located in CET El Centro, Oxnard, and Coachella Centers where the student body is

mainly composed of low English literacy farm workers. These students are identified during the assessment process at enrollment as individuals with language barriers and will be offered opportunities to attend these labs. Labs will be appropriately equipped and staffed with competent personnel and the latest computer hardware and software.

CET centers in Region II and III will see an addition of three Career/Student Services Centers. These centers will be open to current students, alumni and local community members who need counseling and guidance to reach their job search goals. Centers will be staffed by a Job Developer and a Student Resource Specialist and will have 20 computers with internet access in each center. The Career Center job development activities will include internet job search; resume preparation; on-line employment applications; information on Unions applicable to CET training; weekly job search workshops and job club activities; mock interviews; alumni success stories; and job placement parties: these events take place quarterly and would be for students in job search status, alumni and the community. Food and beverages would be served. The purpose would be to maintain close contact with students and others on job search and to meet with employers and other agencies such as EDD.

The Student Resource Specialist would work with students and others seeking jobs to eliminate barriers to employment. The Specialist will develop resources and partnerships with local agencies who can assist with meeting supportive service needs. Services to be provided include: assessment and referrals to drug and alcohol counseling; housing, clothing, child care and food assistance; transportation (gas cards and bus passes); specialized counseling for ex-offenders and at-risk youth; and referrals for mental health issues.

CET's acquisition of Vallecitos will entail an evaluation of the budget necessary to hire new and retain current staff in order to successfully manage the daily operations of the center. A detailed plan will be developed by the Corporate Fiscal Department to ensure a successful and seamless transaction. It is anticipated that 5 new jobs will be created and 4 retained. The Vallecitos Center will maintain the CET service delivery system described above, i.e. self-paced, open entry/open exit, basic skills/GED/VESL integrated with skills training, human development and employment services.

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C) Describe how your agency will use Recovery Act funds to meet the short-term and long-term economic and employment needs of individuals, families and communities.

CET will utilize the Recovery Act funds as necessary and proper to instill into our low-income and farmworker students the skills and training essential to gaining employment in the short term and retaining employment in the long term.

Through training, projects, and activities, CET strives to both increase the supply of quality employees through training, and the demand for them through the generating of jobs through individual enterprise as well as local employers. Additionally, CET's holistic approach in its services provides educational, economic, and human development that extends beyond the individual and into his/her family and community.

D) Provide a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management and follow up consultations.

Each CET training and service center has developed formal and informal linkages with a vast array of service providers to help in meeting service needs of participation that are not covered through existing resources within the organization. As it stands, CET provides transportation services, childcare, and emergency housing assistance directly. Other services such as food distribution, clothing assistance, medical services, and other needs, are provided by established community agencies within the service area. Many of the needs of participants, identified as barriers, are recorded upon eligibility determination by admission advisors and dealt with through referrals to appropriate direct services providers. Follow up is performed on such referrals to ensure that the participant's needs were met. CET maintains an ongoing Individual Employability Plan (IEP) where such needs, barriers and service referrals/outcomes are documented. Ongoing supportive service needs, as well as emergencies, are similarly identified and referred to existing community service providers.

E) Provide a description of how Recovery funds will be coordinated with other public and private resources, to avoid duplication and/or supplanting.

CET has and will continue to develop relationships and partnerships with other agencies to coordinate and maximize resources. All CET Centers in California currently maintain MOUs with local Community Action Agencies, local energy providers and Workforce Investment Boards. These agreements prevent duplication of services and supplantation of funds and ensure that community members and students receive the services they need. As Recovery Act funds are awarded, CET will work with its partners to modify agreements as appropriate. CET also maintains close working relationships with County Social Services Agencies and United Way emergency assistance providers to meet the cash assistance, MediCal, Food Stamps and other basic needs of individuals served. It is CET's written policy and long-standing practice to utilize existing community resources prior to using its own.

F) Provide a description of how the funds will be used to support innovative community and neighborhood based initiatives related to the purposes of the Recovery Act, which promotes food, housing, health services and employment-related services and activities.

CET plans to utilize Recovery Act funds innovatively through both community and neighborhood initiatives through the provision of employment-related services. Both CET's student body and the community are feeling the impact of the economy. With California's unemployment rate at 11%, jobs are scarce, and there has been a strong community need calling for new jobs.

In response to this community outcry, CET has taken its own initiative to create new job opportunities by venturing into new and unique projects including the staffing agency, catering expansion, green jobs skill training, retention of Vallecitos CET, computer lab, and careers service center described above. Through these projects, CET ensures that the Recovery Act funds are spent to support the needs and demand of the local communities and neighborhoods. Such innovative actions are necessary in order to meet the job training and employment needs of the communities we serve.

G) Provide a description of the community-needs assessment (which may be coordinated with community-needs assessments conducted for other programs).

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CET recently conducted a community needs survey across all of its California Centers. Over 400 respondents including CET's student body and surrounding local agencies voiced concerns about the needs of their communities. Surveys were formatted in a manner where respondents identified needs and then classified whether the need was a top priority.

Reflecting the volatile economy and current state of unemployment, an overwhelming 96 percent of the respondents surveyed identified job placement assistance as a need. 61 percent of those surveyed classified this need as one of the highest priority. Vocational training and job readiness skills came in second and third with 91 and 90 percent of the respondents identifying them as needs. Rounding out the top 5 are affordable healthcare (87 percent) and adult education (86 percent) respectively.

As unemployment continues to rise and jobs become more scarce, it is unsurprising that many in the community feel that acquisition of a job and supporting the family is the most critical of all needs. Responses indicate that both individual families and the communities as a whole are struggling with the lack of employment and its repercussions, including costs of healthcare.

Comments and suggestions from the surveys also indicate that many feel new and innovative methods of training and skills need to be implemented in order to create new jobs and adequately prepare the workforce for the new jobs. To this extent, CET has taken into consideration these suggestions in planning its projects.

Other major needs identified in the survey include transportation, emergency housing, financial literacy, emergency assistance, legal assistance, childcare, and citizenship services. A list of the top 5 needs identified in the survey are shown below:

Top Five Needs Identified

- 1) Job Placement Assistance 96.05%
- 2) Vocational Training 91.40%
- 3) Job Readiness Skills 90.23%
- 4) Affordable Healthcare 87.21%
- 5) Adult Education 86.05%

H) Provide a description of the service delivery system for benefit enrollment coordination activities for purposes of identifying and enrolling eligible individuals and families in Federal, State, and local benefit programs. Include a description of the geographical area served and a listing of sub-grantees provided the services and service areas.

CET's service area is described above in B).

Immediately upon entering CET, each individual is evaluated by an admission advisor to determine the type of barriers and needs the individual may have. While the primary focus of the advisor is to determine whether individual is eligible for CET services, advisors are instructed to refer individuals to any other potential Federal, State, and local benefit program if based on the information given, advisor deems individual potentially eligible. There are no subgrantees.

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J) Describe your education and outreach projects to advertise and market the Recovery Act services and outcomes.

CET staff members will regularly conduct presentations during community outreach and recruitment activities at various venues within the community. These presentations provide a comprehensive overview of CET projects including eligibility requirements, costs, uniqueness of the service, and progress of the outcomes. Venues vary, but past venues have included labor camps, schools, union offices, individual homes, and community centers. CET also provides brochures, pamphlets, catalogs, videos, and other electronic media to provide specific information about its programs and the effectiveness of the services offered. Selected statistics of report outcomes will also be posted on CET's website. The creation of new projects under ARRA will generate vast media coverage and exposure and reveal short and long range outcomes.

Section VII - Energy Coordination

For each question in this section, provide a comprehensive narrative of what plans you have made to date.

A) Describe how your agency has/will establish a mutual referral service agreement with your local energy provider to ensure that clients receive services that support their progress towards achieving self-sufficiency.

CET currently maintains several MOUs with Community Action Agencies/Local Energy Providers and Workforce Investment Boards. These agreements describe how referrals will be made to partner agencies and what services will be provided. In order to prevent duplication of services, agreements were built upon CET's policy to exhaust existing community resources prior to utilizing CET resources. Students are referred to these local resources first and, if student support remains unmet, CET will use its funds to support the student and ensure successful completion of training and job placement. Since MOUs in various counties expire at different times and others may need to be established, it is the responsibility of CET Center Directors to initiate and renew them each year as needed. The Corporate Office monitors Centers to ensure compliance with this responsibility.

B) Describe the activities your agency will conduct to actively coordinate with the local energy program in employment training and job placement of clients.

It is the role and function of the CET Center Director to actively coordinate with the local energy program in employment training and job placement of clients. Center Directors are currently contacting and seeking expanded partnerships that would provide for the training of CET students as Weatherization and Retrofitting Technicians so that, upon successful completion of training, they may be hired by the local energy program to weatherize homes. This opportunity ensures jobs for CET students and a steady stream of qualified workers for energy programs.

Section VIII - Workforce Development Projects and Activities

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be administered by your agency. For each project or activity, include the following: title, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

A.1) Project/Activity #1

Title	The Staffing Agency
Cost	\$225,705
Est. # of Jobs	<input type="checkbox"/> Created # 100 <input type="checkbox"/> Retained #

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Description	<p>The overall purpose of the Staffing Agency Project is to increase employment opportunities for CET students, alumni and low income individuals residing in Santa Clara County. Temporary job placements lasting an average of 6 months will provide valuable work experience/enhanced resumes so that these individuals can successfully compete with experienced workers also seeking employing.</p> <p>Total costs for the project are estimated at \$225,000. Staffing costs for one HR Account Representative and one HR Administrative Assistant for salaries and fringe benefits are approximately \$113,589. The remainder of the funds will be used to cover the cost of operating expenses including wages/fringe of temporary employees, accounting and payroll services, and staffing software.</p> <p>The outputs we expect to achieve are temporary job placements for 100 low-income participants. We expect at least 70% of the participants placed in temporary employment will transition to permanent employment for a total of 70 permanent placements.</p>
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A.2) Project/Activity #2

Title	The Catering Service
Cost	\$300,000
Est. # of Jobs	<input type="checkbox"/> Created # 46.875 <input type="checkbox"/> Retained # 1
Description	<p>2. The purpose of CET's Catering Services Project is to increase employment opportunities and work experience for Culinary Arts trainees and alumni. Currently, CET trains approximately 60 students per year at its San Jose Sobrato Center. To date, these trainees have had limited opportunities to prepare food and conduct catering events. This project will expand the curriculum to include the catering aspect and will allow students to be hired to provide comprehensive catering services to the public. The expanded curriculum will include: Banqueting Basics: Tools and Styles of Service, Theory of Customer Service and environmental theory on sustainable practices in kitchen.</p> <p>Staffing costs for the 15-month period will be approximately \$253,365. Catering equipment for the project is anticipated to cost \$46,635.</p> <p>Jobs created include:</p> <ul style="list-style-type: none"> • one full time Project/Catering Manager at 40 hours per week; • 2 part-time "Back of the House" Kitchen Staff at 60 hours per week; • 4 part time "Front of the House" Service Staff at 80 hours per week; and • 1 part time Delivery Driver at 15 hours per week. <p>Total # of Jobs Created: 4.875</p> <p>Within the 15 month period, CET expects 60 students to graduate from the Culinary Arts Program with a minimum 70% of those who graduate to be placed in full time, permanent employment or 42 placements.</p> <p>The Grand Total for jobs created is 46.875 full time equivalent jobs.</p>

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A.3) Project/Activity #3

Title	Weatherization and Retrofitting Solar Panel Installation Project		
Cost	\$720,000		
Est. # of Jobs	<input type="checkbox"/> Created #	308	<input type="checkbox"/> Retained # 11
Description	<p>The purpose of the Weatherization & Retrofitting and Solar Panel Installation Project is to expand CET's existing Building Maintenance, Electrician, and HVAC skill training to include related curriculum and increase employment opportunities for CET trainees in Green Job occupations. CET plans on modifying Building Maintenance and HVAC training in 11 Centers including: El Centro, Coachella, San Diego, Oxnard, San Bernardino, Santa Maria, Sobrato San Jose, Gilroy, Soledad, Sacramento, and Temecula. CET anticipates training 440 students and placing a minimum of 308 students in permanent employment (70% placement rate).</p> <p>It is projected that equipment costs for this project will be \$59,000 per Center or a total of \$650,000 for the project. The cost of retraining and certifying Building Maintenance and HVAC 14 instructors will be approximately \$70,000. Preliminary discussions with Green Jobs employers have begun. Incipient partnerships are expected to develop with Solar Living Institute, ReGrid, Real Goods Solar, and Akeena Solar. The intent of these partnerships is to guide the design of green jobs training and facilitate the hiring of by these employers. Additionally, CET plans on partnering with Santa Clara University to "green" the CET Cafeteria operations and Catering Services. A possible partnership with the City of San Jose who may consider CET to be a demonstration site for solar applications.</p>		

A.4) Project/Activity #4

Title	The Basic Education/GED/VESL Lab		
Cost	\$435,000		
Est. # of Jobs	<input type="checkbox"/> Created #	4	<input type="checkbox"/> Retained #
Description	<p>The Addition of three (3) Basic Education/ESL/VESL Computer Labs to three Centers is to reduce barriers to employment and increase the employability of CET students so that they may compete in a job market with skilled and experienced workers. Students will have access to the lab on a daily basis depending upon their education and language needs. Since the CET program design is open entry/open exit, this addition to daily activities will not impede their skill training classroom progress.</p> <p>One full time equivalent instructor will be needed for each lab or a total of 3 instructors for the project. The cost of instructors is estimated at 50 hours per week at \$25/hour for 64 weeks or \$80,000.</p> <p>Equipment costs are estimated at \$120,000 and include the cost of 60 printers, printers and software. Costs for staffing are estimated at \$315,000 for 6 FTEs for 15 months.</p>		

A.5) Project/Activity #5

Title	Career/Student Services Centers		
Cost	\$495,000		
Est. # of Jobs	<input type="checkbox"/> Created #	4	<input type="checkbox"/> Retained #

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Description	<p>Addition of three (3) Career Student Services Centers to increase employment opportunities; The purpose of the Career Student Services Centers is to increase the employability of CET students across 3 Centers. Computer skills are critical in order to compete in the existing job market. Students will have additional opportunities to obtain these skills depending upon their individual needs. Again, progress in skill training will not be affected as training is open/entry open exit and self-paced.</p> <p>Approximately, 120 students will be served by these Centers with 70% or 84 of the students placed in permanent employment.</p> <p>Costs for this project include the cost of 60 computers and related supplies at \$120,000. Job Developers/Coaches will be needed for the 3 Centers with an additional Job Developer/Coach needed for the Gilroy CET Career Center. The cost of 4 FTE Job Developers/Coaches is estimated at \$375,000 for 15 months.</p>
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A.6) Project/Activity #6

Title	Vallecitos Acquisition
Cost	\$150,000
Est. # of Jobs	<input type="checkbox"/> Created # 75 <input type="checkbox"/> Retained # 5
Description	<p>CET plans on incorporating the Independent CET Vallecitos in Hayward, CA under the CET corporate umbrella to create and retain jobs and continue training opportunities in the East Bay. CET Vallecitos has been operating independently for over 30 years. Because of the economic downturn, it may be forced to close. This project will retain 5 jobs and retain 5 jobs at the Center. The Center trains 100 students per year. At a placement rate of 70%, it is expected that 70 graduates will be placed in permanent employment. A total of 75 jobs will be created and 5 retained through this project.</p> <p>The cost of bringing Vallecitos under the CET umbrella is estimated at \$150,000 over the 15-month period. Alameda County will contribute an additional \$50,000 to support this effort.</p>

In this section, provide information on projects or activities that will be funded in part or totally by Recovery Act funds that will be carried out by a delegate agency or other service provider pursuant to a subcontract with Recovery Act funds. For each project or activity include the following: title, subcontractor name, cost, an estimate of the number of jobs created or retained, and a description of the project or activity.

B.1) Subcontractor Project/Activity #1

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.2) Subcontractor Project/Activity #2

Title	
Subcontractor	
Cost	
Est. # of Jobs	<input type="checkbox"/> Created # <input type="checkbox"/> Retained #
Description	

B.3) Subcontractor Project/Activity #3

Title	
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Subcontractor			
Cost			
Est. # of Jobs	<input type="checkbox"/> Created #	<input type="checkbox"/> Retained #	
Description			

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B.4) Subcontractor Project/Activity #4

Title

Subcontractor

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

B.5) Subcontractor Project/Activity #5

Title

Subcontractor

Cost

Est. # of Jobs

☐ Created #

☐ Retained #

Description

B.6) If you specified any project/activity in B.1 – B.5, describe the process you will use to select the above subcontractor(s) to provide services funded in part or totally by the Recovery Act funds.

In the section below list all projects or activities that will be funded in part or totally by Recovery Act funds, the applicable National Program Indicator (NPI) and a description of the project or activity.

C) Under the regular CSBG program, eligible entities use funds to provide services and activities addressing unemployment, education, better use of available income, housing nutrition, emergency services and/ or health to combat the central causes of poverty. Such services continue to be supportable under the CSBG Recovery Act. *In recognition of the intent of the Recovery Act, agencies are encouraged to support employment related services and activities that create and sustain economic growth.*

<i>NPI</i>	<i>Project or Activity</i>	<i>Description</i>
1.1, 1.2	The Staffing Agency	CET has been supplying trained workers to employers for many years, 40% of whom go through employment agencies. Through the establishment of CET's own Staffing Agency, graduates will gain experience and more equally compete for permanent jobs in a highly competitive job market. Services will be open to all job seekers in Santa Clara County. The Staffing Agency will expand upon CET's strong partnerships with local business and employers to create job opportunities. It is the intent of CET's Staffing Agency to develop agreements with employers to hire CET graduates and community members in temporary jobs that may lead to permanent employment with their company. By the end of the 15-month project, fees charged to employers will generate resources which will be returned to the Staffing Agency to sustain operations.
1.1, 1.2	The Catering Service	The CET Catering Services Project will expand CET's Culinary Arts program and current catering services into a catering enterprise that will serve current partners, private individuals, local businesses and agencies, as well as other market demands in Santa Clara County. CET will create additional training opportunities and jobs for students and graduates, help current employees retain their jobs, and provide invaluable field experience to low-income and farm worker students. Profits earned by the Catering Services Project will sustain operations once CSBG funds have been exhausted.

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1.1, 1.2, 1.3, 4.1	Weatherization and Retrofitting Solar Panel Installation Project	<p>CET has developed competencies and curriculum for two new “green jobs” – related skills training, Weatherization and Retrofitting and Solar Panel Installation. This training will be added to and enhance CET’s accomplished Building Maintenance, Electrician, and HVAC training programs across eleven (11) California Centers including El Centro, Coachella, San Diego, Oxnard, San Bernardino, Santa Maria, San Jose, Gilroy, Soledad, Sacramento, and Temecula. CET will use CSBG funds to purchase appropriate equipment and retrain and certify instructors to instill in our students the critical skills and training necessary to attain green jobs. As the nation inevitably moves towards a “greener” perspective, the addition of this skill training project will help make our students the workforce of the future. A by-product of Green Training will be the creation of Green Centers for sustainability and education to the community.</p> <p>Since these funds will be used to purchase equipment and to train/certify instructors, this “green jobs” training opportunity will be sustained/supported by tuition fees. All trainees will undergo Financial Literacy training and outcomes will be reported under NPI 1.3.</p>
1.1, 1.2	The Basic Education/GED/VESL Lab	<p>Basic education is crucial in both acquiring a new job and retaining a current job. To achieve this, CET will develop Basic Education/GED/VESL computer labs to make trainees more employable. Computer Labs will be located at CET’s El Centro, Coachella and Oxnard Centers. The labs will be staffed by two instructors, one Basic Education/GED instructor and one VESL instructor. Because CET’s training design is open entry/open exit, students can take advantage of the lab concurrent with skill training and progress at their own pace. By improving language and computer literacy, students will eliminate barriers to employment and increase their ability to obtain higher paying jobs. CET anticipates that funds for this project will cover the costs of initial start-up and operations. Development of computer labs in all CET Centers has been deterred due to the cost of equipment. Once this equipment is purchased, the labs will become institutionalized at these sites and staffing can be accommodated once CSBG funds have been expended through the use of volunteers, community colleges, and cooperative agreements with other entities.</p>
1.1, 1.2	Career/Student Services Centers	<p>As competition for employment becomes more and more fierce, it is essential that CET provide trainees with modern Career Student Services Centers to assist them with job development. The Career Centers will place emphasis on targeting trainees with limited to no computer skills and give them the tools necessary to compete in the current fast paced job search environment. Low-income and farm workers in rural areas who often lack access to computers and internet access will be specifically targeted in order to ease them into the age of information technology. The Centers will be located in El Centro and San Bernardino CET Centers and Soledad Center (Region II). CSBG funds will be used to purchase computer equipment and supplies and staff the Career Center with one job developer at each Center and an additional job developer to support an existing Career Center located at CET Gilroy. Once CSBG funds have been exhausted, it is expected that CET will be able to cover the staffing and maintenance costs for the Career Centers through the use of volunteers and others as stated in number 4 above.</p>
1.1, 1.2, 2.1	Vallecitos Acquisition	<p>CET has a planned project that will provide support for the Vallecitos, Alameda County independent (franchise model) CET in Hayward, California. Vallecitos has been operating for over 30 years. The economic downturn has caused the Center to downsize and potentially close. The Vallecito Board has asked our Board to integrate the Center into the CET Corporation. The Alameda County Board of Supervisors is helping the Center with \$50,000 to keep it open. In addition to saving nine (9) staff jobs, over 100 students will be trained and placed per year. This project will be sustained through student tuition.</p>

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D) Provide a description of planned infrastructure investments, the purpose, total cost and the rationale for funding the Infrastructure Investment with funds made available under the Recovery Act. (Capital Improvements are not allowable costs per P.L. 105-285 Sec. 678F)

As stated earlier in this document CET plans on investing in equipment necessary to support the proposed projects. This equipment includes computers and printers at a cost of \$220,000 as well as appropriate equipment and supplies to institute Solar Panel Installation training at cost of \$650,000. Administrative funds will be utilized to cover infrastructure costs as well. These include the cost of developing and implementing an improved data collection and tracking system so that we may report more timely and accurate statistics for the purposes of CSBG funding as well as other federal, state and local funding. We also anticipate utilizing administrative funds to partially cover the costs of phone cabling at \$150,000. The CET phone system is over 30 years old and must be replaced.

E) Will your agency use a portion or all the Recovery Act funds for administrative costs? Check the appropriate box.

- ☒ Yes, our agency will use a PORTION of the Recovery Act funds for administrative costs.
☐ Yes, our agency will use ALL of the Recovery Act funds for administrative costs.
☐ No, our agency will NOT use any of the Recovery Act funds for administrative costs.

E.1) If you checked one of the "YES" boxes in E, explain how the funds allocated to administrative costs will be tracked to a measurable outcome.

CET will charge 21.23% or \$626,821 of the \$2,952,526 planned CSBG allocation to administrative costs. These funds will be used as follows:

- \$326,821 for IT – CET is currently in the process of developing and implementing a new and improved data collection and tracking system. Given the demands of ARRA tracking and reporting, this infrastructure investment is necessary for the timely and accurate reporting of ARRA funded activities and will strengthen the entire organization. The planned completion date for the IT upgrade is the end of January 2010.

- \$150,000 to replace phone cabling at the San Jose Sobrato Corporate Office. The current phone system is over 30 years old and cabling for the system must be replaced.

- \$75,000 for Volunteer Coordinator (1 job created) – The Volunteer Coordinator – volunteers are need across all projects for support. The Volunteer Coordinator will be located at the Sobrato San Jose Center and will develop a model for the recruitment, training and support of volunteers that can be replicated across all CET Centers. Volunteers are needed to support the Career Services Centers, student events, and for all projects associated with this proposed plan. Once a successful model has been established, the Volunteer Coordinator can provide guidance to other Centers for their own volunteer program start-up. Volunteers strengthen the organization and increase CET's ability to reach its placement goals. The higher the success rate with our students the fewer challenges CET encounters with financial deficits. Increased efficiency leads to opportunities for more funding. The Volunteer Coordinator will not only recruit volunteers from the community but also from the student body. The volunteer hours will be tracked and reported under NPI 3.1 and 3.2.

- \$75,000 for Immigration/Citizenship Coordinator (1 retained) – CET has been informed that current funding supporting the CET Citizenship Program Coordinator will be discontinued. CSBG funding will support and retain this position and provide a necessary service to CET students and residents of Santa Clara County.

Section IX - Required Disclosures

For each question in this section, disclose any unresolved findings and/or recommendations, or any legal proceedings.

A) List all non-CSD funded programs administered by the agency within the past three (3) years that have unresolved findings and/or recommendations or have been terminated as a result of deficiencies.

None.

B) List all legal proceedings the agency is currently involved in or has been in the past three (3) years. Include a brief description of the proceeding and the outcome. If the proceeding is currently, active provide the status.

None.

Section X - Barriers

For each question in this section, provide information on potential barriers to your agency's success.

A) Identify any barriers that your agency feels it may face in meeting the requirements of the Recovery Act (i.e., subcontracting, staffing, workforce development, compliance with reporting, performance).

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A potential problem CET may face is the accuracy and efficiency of reporting due to current upgrade to our Management Information System. CET's MIS is undergoing major enhancements and restructuring in order to provide a more intuitive user interface and a better tracking system to keep in compliance with CSD's and other agencies strict reporting requirements. The project is scheduled to be completed by the end of January 2010. During this transitional phase, the gathering of data necessary for reports may be challenging due to technical problems which may occur.

The volatile economic conditions may prolong the amount of time it takes to meet placement numbers.

WEB POSTING

CET employment training, job training and skills training

http://www.cetweb.org/index.php

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Support CET

As a community, there are many ways to support CET's successful training mission.


➤ Join in supporting a mission that is proven



Employers

Hire a CET graduate today. Contact your local office to discuss your employer requirements.

➤ Engage with recruiters and candidates



Students


Train at your own pace with over 60% of the training conducted in a hands-on environment.

➤ Learn how CET can help change your life




CET is proud to announce that we are a recipient of Community Services Block Grant (CSBG) funds allocated through the American Recovery and Reinvestment Act (ARRA). These funds will allow CET to continue to provide quality employment-related services to the community.


[Click here to view CET CSBG Recovery Act Local Plan](#)



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